



HARTSFIELD VILLAGE III HOMEOWNERS ASSOCIATION, INC.

(850) 296-0688, H.O.A. VOICE MAIL
WWW.HARTSFIELDVILLAGE3.ORG

GRAY MEMORIAL UNITED METHODIST CHURCH
2201 OLD BAINBRIDGE ROAD
TALLAHASSEE, FLORIDA 32303

Jarrold D. Acoff
President
President@hartfieldvillage3.org
W. Alan Peltz
Vice President
VicePresident@hartfieldvillage3.org
Deann L. Peltz
Secretary/Treasurer
Secretary@hartfieldvillage3.org
Treasurer@hartfieldvillage3.org
Sterling K. Arms
Member-at-Large
MemberAtLarge@hartfieldvillage3.org
VACANT
Web Administrator
WebAdmin@hartfieldvillage3.org

BOARD OF DIRECTORS MEETING

*** MINUTES ***

Monday, February 15, 2016

I. CALL TO ORDER

The meeting was called to order by President Jarrod Acoff @ 7:04 p.m.

II. ROLL CALL

Those present at this meeting were the following members of the Board of Directors (“Board”):

Vice President: Alan Peltz
Secretary/Treasurer: Deann Peltz
Member-at-Large: Sterling Arms
Web Administrator: *VACANT*

Others present were:

Adam Selvidge (Former Treasurer), 2278 Nannas Loop

III. APPROPRIATE MEETING CONDUCT

Mrs. Peltz advised all persons present that this was a Board of Directors (“Board”) meeting at which only Board Members may vote; further, that Homeowners Association (“HOA”) Members (“Members”) may participate in discussion of a topic only if they have signed the “Discussion Sign-Up Sheet.” Additionally, it was announced that the Board has **ZERO TOLERANCE** for unruly and inappropriate behavior and that **all HOA Board meetings may be recorded by either audio or video means.**

IV. APPROVAL OF MINUTES

January 18, 2016 – Approved by the Board on March 10, 2016.

V. TREASURER’S REPORT: Mrs. Peltz reported the following as of 2/15/16 –

A. Expenditures since January 18, 2016 Board Meeting:	\$13,087.87
B. Funds Deposited dues deposited since January 18, 2016 Board Meeting:	\$6,936.30
C. Account Balance:	\$9,513.10
D. Outstanding Dues:	\$32,245.05
E. Estoppel Funds Collected (No./Requests: <u>-0-</u>):	\$0.00

VI. DISCIPLINARY PROCEEDINGS

A. Code Enforcement Violations: 1
B. Towing: -0-

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VII. OLD BUSINESS {7:20 p.m.}

- A. Meetings of Directors: Mr. Peltz stated that per HOA By-Laws, “[r]egular meetings of the Board of Directors shall be **held monthly without notice**” (Article VI, Section 1); therefore, it is *not mandatory* that a sign be posted prior thereto.
- B. HOA Dues Increase (5%): Mr. Peltz stated that per HOA Declaration of Covenants, Conditions, and Restrictions, “**From and After January 1st** – The maximum annual assessment may be increased each year not more than five percent (5%)” (Article III, Section 3(a)). Mr. Peltz wanted to make a motion to increase the annual HOA dues by about 5%, but Mrs. Peltz voiced concern about “jumping the gun” on this issue; therefore, the Board agreed that this matter should be further researched before a motion is presented for a vote.
- C. Update on Back Dues Collection {7:34 p.m.}: In August of 2015, Mr. Peltz volunteered to help then-Treasurer Selvidge with the collection of outstanding HOA dues since it appeared that there had not been any action taken to collect past dues. Mr. Peltz stated that, as part of his continuing responsibilities in assisting the HOA Treasurer with collections activity, he mailed a *Notice of Intent to Lien* to 23 Members between February 1 and 2, 2016.
- D. Traffic Support/Tallahassee Police Department: Mr. Arms stated that he finally received a return call from a representative of the Leon County Sheriff’s Office who advised him that there was a misunderstanding by the young, fairly new deputy who had recently been in our Community as to the legality of the HOA’s traffic signs; further, that deputies will be in our Community at least two times per week but on no certain days of the week.
- E. Paving of Hatten Smith Lane, Jolene Lane and Tamarind Court: Mr. Arms stated that he received a \$5,800 bid from North Florida Asphalt for paving Hatten Smith Lane; a \$9,400 bid for paving Jolene Lane; and a \$6,900 bid for paving Tamarind Court. Lengthy discussion ensued as to which paving project was more urgent, with Mr. Arms leaning toward Jolene Lane because it is much more heavily traveled due to its location at the front of the Community – especially now that Members have begun using Jolene as a shortcut to Nannas Loop in order to bypass the three additional speed bumps which now exist between Hartsfield Road and Jolene via the Foster Drive/Nannas Loop/Solstice Court intersection. *This subject was tabled until the next Board meeting.*
- F. Update on Mitigating Flood Areas in Hartsfield Village {8:19 p.m.}: Mr. Arms stated that a 52” wide, mini backhoe and frontend loader – with a 16” arm – will cost \$482.00 plus tax for eight hours of engine run time, including delivery (late Friday) and pickup (early Monday); \$38.00/hour for engine run time over eight hours; and \$6.00/gallon to refill.
- For legal purposes, the Board decided that an executed “liability waiver” would be required from a) Homeowners on whose property flood mitigation activities are to be performed, and b) anyone other than Board Members who assist with the flood mitigation activities, as only Board Members are covered by the HOA liability insurance policy.
- G. 2016 HOA Annual Homeowners’ Meeting {8:37 p.m.}: Mrs. Peltz reminded all persons present that the annual meeting is scheduled for March 21, 2016, and that mandatory notice of same – as required by the HOA Bylaws – was included as part of the 2016

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Annual HOA Dues Invoices which were mailed to all Homeowners on February 21, 2016 (which gave a payment deadline of March 31, 2016).

- H. Update on HOA Website and E-mail Accounts {8:38 p.m.}: Mr. Peltz stated that *the HOA website – “HartsfieldVillage.org” – was shut down by Former Treasurer Selvidge without Board approval on 12/14/15* following the Board meeting; then, several days later, the corresponding e-mail accounts (ending in “HartsfieldVillage.org”) were also shut down. Accordingly, the Board was forced to use G-mail accounts for its e-mail needs due to said shutdown. Mr. Peltz further stated that he contacted an I.T. person who is looking into the time and cost involved in setting up a website with corresponding e-mail accounts; additionally, he is researching the best website hosting company for the HOA’s use.
- I. HOA Bookkeeping Procedures: In early December 2015, Mr. Peltz sent an email to the Board via its “Hartsfieldvillage.org” email accounts which had draft bookkeeping procedures attached thereto. Although the finalization of these procedures was tabled until the new HOA Treasurer is installed, he will attempt to locate that email and resend it to all Board Members so that they can re-familiarize themselves with same prior thereto.
- J. Informational Sign for HOA Activities {8:40 p.m.}: Mr. Arms estimated that lumber and paint would likely cost about \$200.00; Mrs. Peltz stated that she was not having much success in finding the lockable, glass-front letter board which will be the informational centerpiece, but the few that she has seen online are pricy.

VIII. NEW BUSINESS {8:45 p.m.}

- A. HOA Corporate Renewal: Mr. Peltz stated that the cost for 2016 would be \$61.25, while the cost for 2015 was \$420.00 as *reinstatement of the Board’s corporate status was necessary due to it being allowed to lapse.*
- B. HOA P.O. Box Renewal: Mr. Peltz stated that renewal cost would be \$86.00.
- C. HOA Website Hosting {8:48 p.m.}: Mr. Peltz stated that following the Board’s approval, he applied for and obtained an HOA debit card to be used *only for the purposes of* paying the: 1) annual fee for the new “Hartsfieldvillage3.org” and “Hartsfieldvillage3.com” URLs; 2) the monthly hosting fee for the new HOA website – the hosting company, AT&T, requires payment via debit card); 3) and the annual fee for the HOA post office box which should automatically renew each year.
- D. HOA Board Member Replacements: Mr. Peltz stated that by the time the 2016 Annual HOA Meeting rolls around, it appears that the Board will have vacant seats due to the ending three-year term of President Acoff and the subsequent resignation of Treasurer Eric Niesen.
- E. Board-Appointed Position of Web Administrator: Mr. Peltz pointed out that per the HOA By-Laws (Article VIII “Officers and Their Duties,” Section 4 “Special Appointments”), *“The Board may elect such officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may, from time to time, determine.”* Further, he advised the Board that he has communicated with an IT person who may be an excellent candidate to fill this position.
- F. Contact for Towing Questions: Mr. Arms stated that Members should contact him with any towing questions.

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- G. Acquisition of Stamps, Toner Cartridge and Paper {8:55 p.m.}: Mr. Peltz stated that he is in need of purchasing these items; the Board agreed that this is part of the expected expenses of doing work for the HOA, so he should buy what he needs and submit all receipts for reimbursement.

IX. GENERAL DISCUSSION

No HOA Members signed up to discuss any agenda topics this month. No Board Members requested discussion of any additional topics.

- X. ADJOURNMENT: Meeting was adjourned at 8:59 p.m.

MINUTES PREPARED BY:

Deann Peltz, Secretary